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U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

Index:
Field Operation
Teletype Service

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 65.2 - REV. 1

Teletype Messages

I General

- A. In order to insure correct transmission of teletype messages over the facilities operated by this Branch, all messages must be submitted in typewritten form.
- B. The name of the dictator, as well as the sender, should appear at the bottom of the message. For example: Jones dictates a message for Smith's signature, the designation at the conclusion of the message would be "Smith/Jones". Likewise, in replies to teletype messages, respondents should specify complete sender designation.
- C. The initials of the sender and the dictator must appear on the original copy of the message. Otherwise, the Teletype Unit will return the message to the dictator causing a delay in the transmission of the message.
- D. It will be necessary to submit the typewritten message in an original copy only. When available, Forms FDA-493 or 494 and Forms CCC-364 or 364A should be used. A file copy of the message sent will be kept in the office preparing the message.
- E. Machine copies of the messages sent will be returned to the dictator of the message. An immediate review should be made of such copies to make sure that the message was correctly transmitted. In case an error is noted in the sent message, the Teletype Unit should be immediately notified to send a corrected message.

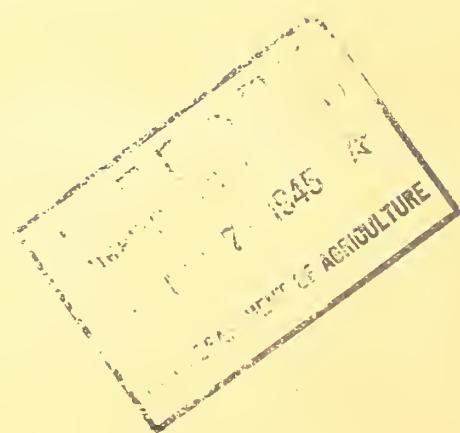
II Superseding Instruction

- A. This memorandum becomes effective immediately and supersedes Shipping and Storage Branch Memorandum No. 65.2, dated September 5, 1945.

H. O. Warlick Col. G.S.C.

H. O. Warlick, Colonel, G.S.C.
Director, Shipping and Storage Branch

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Index:
Field Operations
Teletype Service

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 65.2 - REV. 2

Teletype Messages

III General

A. In order to insure correct transmission of teletype message over the facilities operated by the Shipping and Storage Branch and to make sure that adequate records are kept of those messages sent, the procedure outlined herein with respect to the preparation and approval of teletype messages shall become effective immediately.

II Preparation of Teletype Messages

A. Use of teletype forms

All teletype messages must be submitted in typewritten form. When available, Form FD-493 or 494 and Forms CGC-364 or 364A should be used. In case these forms are not immediately available, use plain bond paper and prepare the message in the same manner as when the teletype forms are used.

B. Number of copies required

It will be necessary to submit the original copy only of the message to the Teletype Unit. However, when preparing teletype messages, yellow and green file copies must be prepared and sent to the Communications and Records Section, Administrative Services Division, Budget and Management Branch, except on those messages which are considered "shipping instructions", "reports of shipment", etc.

In addition, a file copy of the message sent will be kept in the office preparing the message. Machine copies of the messages sent will be returned to the dictator of the message. An immediate review should be made of such copies to make sure that the message was correctly transmitted. In case an error is noted in the message, the Teletype Unit should be immediately notified to send a corrected message.

III Approval of Messages

... The name of the dictator, as well as the sender, should appear at the bottom of the message. For example: Jones dictates a message for Smith's signature, the designation at the conclusion

of the message would be "Smith/Jones". Likewise, in replies to teletype messages, respondents should specify complete sender designation.

B. The initials of the sender and the dictator must appear on the original copy of the message. Otherwise, the Teletype Unit will return the message to the dictator causing a delay in the transmission of the message.

The dictator and any roving officials should also initial the yellow file copy on those messages requiring file copies.

IV Superseding Instruction

A. This memorandum supersedes Shipping and Storage Branch Memorandum No. 65.2 - Rev. 1, dated September 24, 1945.

H. O. Marlick Col. G.S.C.

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Director, Shipping and Storage Branch

